

22 June 1970

MEMORANDUM FOR THE RECORD

Subject : Design of Position-Language Control Form and associated user instructions

Reference: Memo dated 18 June 1970, Re: DDP Personnel Officer briefing on submitting language requirements

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PROJECT :

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1.  from the Office of Training contacted me on 18 June 1970 to coordinate the final design of the form to submit language requirements. After a brief discussion of the various considerations that should be made prior to the final design of the form,  indicated that he did not have a thorough background in the Language Development Program and consequently requested that M&P Branch/OCS finalize the form and prepare associated user instructions within two days.

2. The attached handbook "Guidelines and Instructions for submitting Language requirements on the Position-Language Control Form" which includes (1) A sample copy of the newly designed 'Position-Language Control Form'; (2) Instructions for completing the form; (3) General Guidelines; (4) Typical language conditions and associated actions to be taken; and (5) Examples; was frantically prepared in the required time limitation by

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3. A briefing was given to  at the Language School on Friday afternoon 19 June 1970. The handbook was described in minute detail, indicating all the design techniques that were incorporated.

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4.  were extremely impressed with the handbook. They thought it was exactly what was needed, with one minor modification that has already been incorporated in the 'General Guidelines' portion.

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5. I presented  with four copies of the handbook and all the original copies, which he in turn will have reproduced and distributed to the Agency personnel officers that administer the Language Development program.

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